

Center Staff Daily Check List

Volunteer Names: _____

Weekday: _____

Date

Date						Task
						Put away all clean dishes
						Prepare diets according to diet cards
						Scatter and hide food
						Clean feces from each enclosure; save coyote, bobcat and mountain lion
						Dump, clean and refill all water bowls and ponds
						Clean off platforms; may need to be hosed and scrubbed
						Check locks and latches
						Double check all locks and latches before leaving animal area
						Wash all dirty dishes
						Sweep garage and mop if necessary
						Wipe down all surfaces
						Throw all rotten produce away
						Put away all produce that fits in fridge and cover what doesn't
						Bag predator scent collected
						Tell staff about any oddities found and if anything is running low